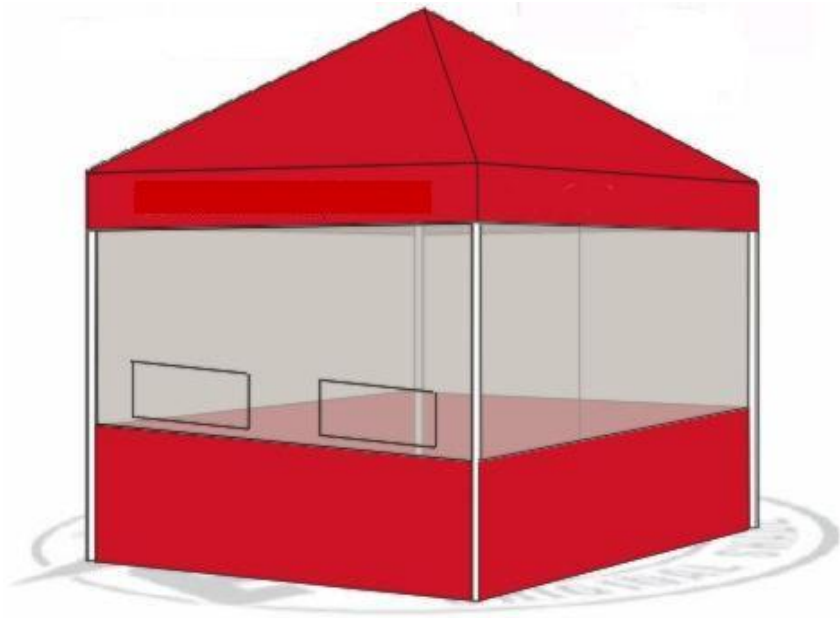




County of San Bernardino - Department of Public Health
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
Visit our web site: www.sbcounty.gov/dehs

Community Event Organizer Packet



Event Organizer to Complete the Following:

- Event Organizer Application/Permit
- Food Vendor List
- Community Event map

Rancho Cucamonga
8575 Haven Ave., Ste 130
Rancho Cucamonga, CA 91730
909-948-5058

San Bernardino
385 N. Arrowhead Ave.
San Bernardino, CA 92415
909-884-4056

Victorville
13911 Park Ave., Ste 200
Victorville, CA 92392
760-243-3773



COMMUNITY EVENT AND TEMPORARY FOOD FACILITY (TFF) INFORMATION/FEE SCHEDULE

Event Organizer Responsibilities:

- Inquire and receive approval from city or county agency granting approval for the event.
- Complete an Event Organizer Application, master list of all food vendors (temporary food facilities and carts) and a site plan showing the proposed locations of all the food vendors, restrooms with handwash stations, shared warewashing sinks, janitorial facilities, potable water and waste disposal site(s). Purchase an Event Organizer Permit.
- Consider electricity needs of the vendors.
- Arrange to have potable water available and an approved wastewater disposal site.
- **At least two weeks prior to the event**, submit to the appropriate Environmental Health Services office a completed Event Organizer Application, TFF Information Sheets, and the appropriate fee for the Event Organizer Permit. A late fee of **\$50** will be assessed for late applications. Non-profit organizations must present proof of Non-profit status to qualify for a reduced fee.
- **Maintain shared warewashing sinks, including; cleaning, refilling, and checking sanitizer levels.**
- Ensure that each food vendor is storing and preparing all food in an approved booth/area at the event or in a facility with a current health permit, and that each vendor is complying with all San Bernardino County Temporary Food Facility Operating Requirements.

Vendor Responsibilities:

- **At least 48 hours prior to the event**, submit to the appropriate Environmental Health Services office a completed Temporary Food Facility Application, and the appropriate fee for the issuance of a TFF permit. A late fee of **\$50** will be assessed for late applications. Non-profit organizations must present proof of Non-profit status to qualify for a fee exemption.
- At the event, the vendors are encouraged to complete the Self-Inspection Checklist.
- Review the copies of the Temporary Food Facility Operating Requirements for both prepackaged and non-prepackaged foods. Ensure all TFF operating requirements are met.

Permits Required:

- An Event Organizer Permit is required of the event organizer if there are 2 or more food vendors at an event.
- A permit is required for each TFF booth. Fees and the application must be received by DEHS prior to the start of the event, including booths operated by non-profit organizations.

Fees: Subject to Change

Event Organizer Permit	\$ 140.00
Event Organizer Permit- Non-profit	\$ 27.00
Event Organizer Late Fees (if less than two weeks prior to the event add)	\$ 50.00
TFF Pre-Packaged (1 day)	\$ 35.00
TFF Pre-Packaged (2-3 days)	\$ 56.00
TFF Pre-Packaged (4-5 days)	\$ 84.00
TFF Pre-Packaged (6-10 days)	\$ 175.00
TFF Pre-Packaged (annual permit)	\$ 280.00
TFF Food Preparation (1 day)	\$ 71.00
TFF Food Preparation (2-3 days)	\$ 129.00
TFF Food Preparation (4-5 days)	\$ 168.00
TFF Food Preparation (6-10 days)	\$ 351.00
TFF Food Preparation (annual permit)	\$ 491.00
TFF Late Fee (if less than 48 hrs prior to the event add per booth)	\$ 50.00

Food Safety Requirements:

All food booths must comply with the Temporary Food Facility Operating Requirements set forth by San Bernardino County Division of Environmental Health Services.

Other Important Notes:

- **NO HOME PREPARATION OR STORAGE OF FOOD IS ALLOWED.**
- All utensils and non-prepackaged foods must be covered or wrapped to protect from contamination during transportation and storage.
- Barbequing is the only food preparation that is allowed outside the booth, except as otherwise approved by Environmental Health Services prior to the event,
- Contact the local fire jurisdiction where the event is being held regarding applicable fire code requirements. Keep in mind, all cooking equipment, other than BBQs, must be kept inside the approved booth per EHS requirements.

County of San Bernardino • Department of Public Health
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EVENT ORGANIZER PERMIT APPLICATION
SUBMIT AT LEAST 2 WEEKS PRIOR TO EVENT

NAME OF EVENT

NAME OF ORGANIZATION

DATE OF EVENT

ADDRESS OF ORGANIZATION

LOCATION OF EVENT

NAME OF PERSON IN CHARGE OF EVENT

VENDORS SET-UP TIME TIME OPEN TO PUBLIC / TIME CLOSED

PHONE NUMBER

All Temporary Food Facilities must have an EHS permit. Please attach a Food Vendor List including the business name, contact name, address, phone number and foods to be served for each food vendor. Refer to Food Vendor List sheet.

Indicate total number in each category:

Food Preparation Booths (non-prepackaged) _____

Prepackaged Food Booths _____

Number of shared three-compartment sinks _____

All applications MUST provide an event layout indicating all of the following:

- Location of all food facilities, restrooms with associated handwash station(s), warewashing sinks provided by the organizer, potable water source, waste water disposal site, and trash receptacles.
 - Note: If the event organizer is providing three compartment sinks for the vendors, each sink may only service up to four vendors and must be located within 100 feet of each booth.

The organization and/or person listed above is responsible for maintenance, proper operation, and upkeep of all shared facilities. They are also responsible to ensure that all temporary food facilities operating at this event have a valid EHS permit, and that they are in compliance with all applicable State and County codes. There will be a late fee of \$50.00 for each vendor whose application is not received at least 48 working hours prior to the event.

Please provide the name and phone # of the person from the city or county agency that approved your event.

Name of Agency /Contact: _____ Phone #: _____

Signed _____

Date _____

FOR DEPARTMENT USE ONLY

Event Organizer Fee \$140.00
If less than two weeks prior to the event add \$ 50.00
Non-Profit Event Organizer Fee \$ 27.00

Date paid: _____

Amount paid: \$ _____

Receipt #: _____

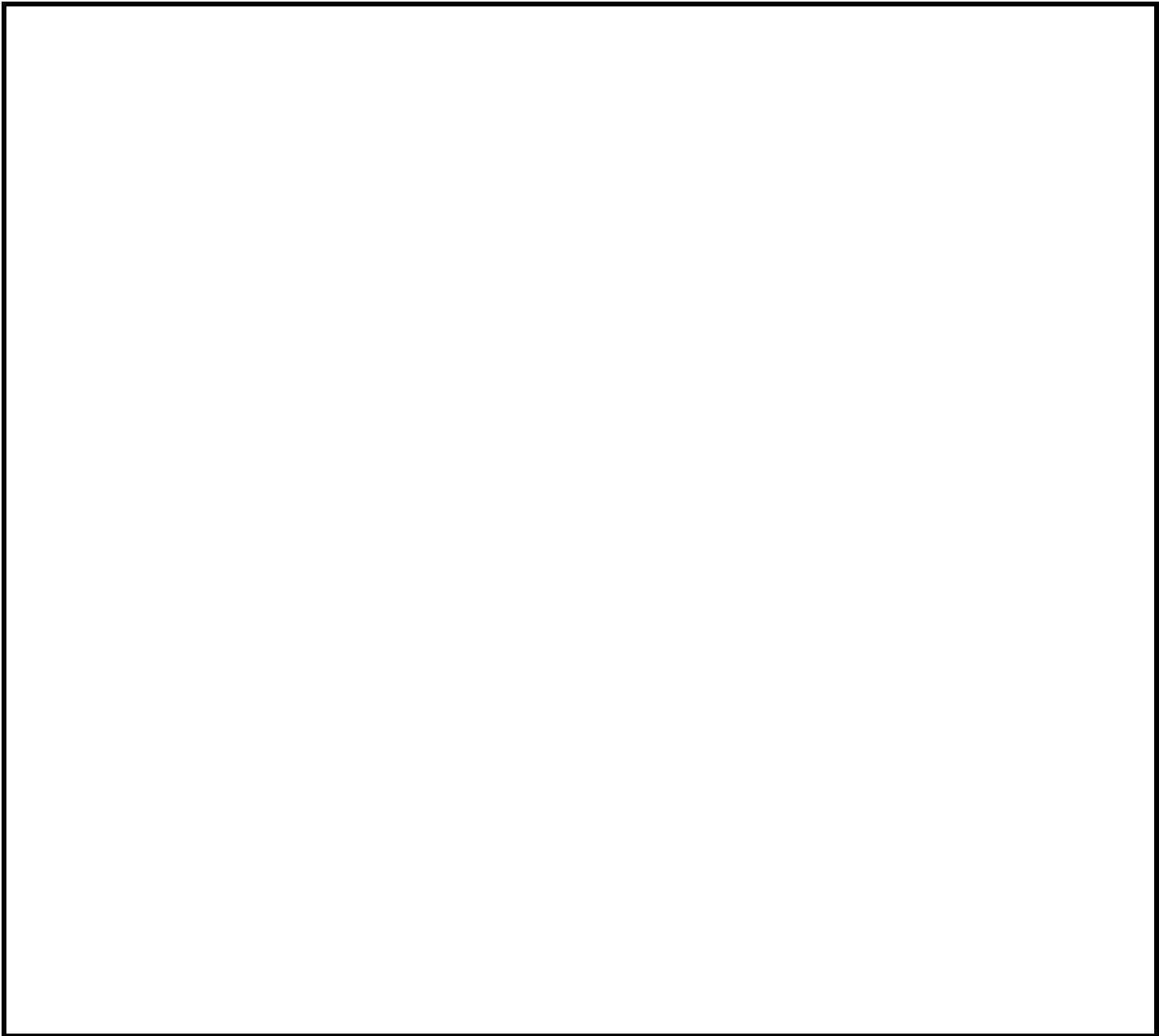
SR# _____

EV# _____





Date: _____

Approved by: _____

Event Layout Map



Please provide the distances between the vendors in relation to the restrooms, janitorial facilities, hand washing, as well as the distance to any 3-Compartment sinks provided by the organizer.

-  Vendor # corresponds with the Food Vendor List
-  Restroom Facilities
-  Three comp sinks provided by the organizer
-  Handwashing station for the public restrooms

-  Janitorial Facilities
-  Trash Bin
-  Portable Water Source

Food Vendor List

V# - ID number for mapping purposes

NAME OF FOOD VENDOR - Food vending business

PHONE # - Phone number of contact person

TYPE - Either pre-packaged or non- prepackaged

REC ID# - For county use only

DNI - For county use only

[illegible]